



Indiana Department of Education
SUPPORTING STUDENT SUCCESS

MEMORANDUM

TO: Public School Superintendents and Principals, Charter School Administrators, Accredited Nonpublic School Administrators, and Freeway School Administrators

FROM: Karla Carr, Coordinator of Data Collection and Reporting

DATE: March 26, 2010

RE: Data Collections Update

The information below is an update of the student record and school data collections. Notification of other collections will be sent as soon as dates have been confirmed. Our continuing efforts to ease the burden of data collection and reduce data redundancy are reflected in the data collections for the 09-10 school year.

Please coordinate with the STN Application Center site administrator, as well as any other individuals at the school or corporation level, to ensure that data submitted for each collection are as accurate as possible. Data accuracy is important, as data are used for a variety of fiscal and accountability reasons, including Annual Performance Report, Adequate Yearly Progress, Four Star School calculations, and federal reporting requirements. **When a collection closes and the data are considered final by the state, no corrections or additions are allowed.**

Please share the information provided below with the STN Application Center site administrator, student data management administrators, business officials, and program coordinators in your corporation. All related information, including specific due dates and data layouts, are available online at www.doe.in.gov/stn/welcome.html under the "Data Collection and Reporting" section or the "DOE-Online and K-12 Data Page Data Collection and Reporting" section.

Data Collections (March – July)

Real Time (DOE-RT) Collection Began January 10, 2010

The collection of real-time data is required under IC 20-19-3-9. The Department is required to obtain and maintain information in such a manner that permits any person with authorization to accurately determine where a student is enrolled and attending classes within two (2) regular instructional days of the date of the inquiry. Real Time data is collected Thursday of every week. This is a required collection for public schools and charter schools and is optional for accredited nonpublic schools and freeway schools.

Race and Ethnicity

Effective July 1, 2010 new race codes must be reported on the STN Lookup (DOE-SL) and School Personnel Number (DOE-SPN). All information on race and ethnicity has been posted since April

2009 and can be found at http://www.doe.in.gov/stn/Sections/STN/STN_Lookup.html. There is a two part questionnaire that must be answered by the student/parent or staff available for your use. Race and ethnicity must be chosen and only five race codes are available. Per federal guidelines, Hispanic is not a race. If the student/staff chooses Hispanic ethnicity, Hispanic will be reported to the DOE on the above mentioned collections for their race code. For further information, review the presentations, sample letters, and WebEx presentation on Race and Ethnicity. This is a required collection for public schools, charter schools, accredited nonpublic schools and freeway schools

Special Education Participant Count (DOE-SE) – Collection Begins April 1, 2010

Student information pertaining to exceptional learners is collected separately on the DOE-SE Special Education. Count each student that is receiving instructional services from your school on April 1, for the 2009-10 SY. The Special Education Coordinator/Director should assist with this collection of data. This collection is for public schools and charter schools.

Attendance (DOE-AT) Collection Begins April 12, 2010

Attendance data are to be submitted via the Application Center as a file transfer for each student in each building in attendance during the 2009-10 school year, except for Pre-Kindergarten and Post-High School. The trial collection period will be available this year to provide the opportunity to resolve conflicts with other districts before the end of the school year. The collection period will open June 1, 2010 and last until July 11, 2010. The cleanup period will open July 12, 2010 and last until September 20, 2010 until existing conflicts are resolved. Conflicts occur when two or more schools report overlapping attendance dates for the same student. The sign off period begins October 1, 2010 and lasts until October 15, 2010. This collection is for public schools, charter schools, accredited nonpublic schools, and freeway schools.

Certification of Instructional Days

Schools are required to certify the 2009-10 instructional days **before submitting DOE-AT Attendance data during the required Collection Period.** The DOE-CL Calendar/CID must be completed for public schools, charter schools, accredited nonpublic schools, and freeway schools. The DOE-CL can be found at <https://dc.doe.state.in.us/DOEOnline/CID/login.aspx>. This collection starts on June 1, 2010 and is due no later than **June 20, 2010**. Please contact Sarah Frantz at 317-232-9060 for accreditation questions regarding the Certification of Instructional Days.

School Calendar (DOE-CL) – April 5, 2010 through August 2010

The School Calendar for 2010-11 will open on April 5, 2010 and remain open throughout the entire school year. The calendar is used by the public for scheduling information and on reports for date verification. The calendar can be found at <https://dc.doe.state.in.us/DOEOnline/CID/login.aspx>. This collection is required for public schools, charter schools, accredited nonpublic, and freeway schools and will be certified at the end of the 2010-11 school year.

LEP/ISTEP+ (DOE-LEP) – Collection Begins April 26, 2010

This data collection for SY 2009-10 is to gather student information on **all first-year LEP students** enrolled in the school corporations implementing the ISTEP+ Flexibility for first-year LEP students. This collection is for public schools, charter schools, and accredited nonpublic schools.

Testing Online and Barcode Labels – Collection Begins April 30, 2010

This data collection for SY 2009-2010 is to gather student information for testing online and obtaining barcode labels for the test. This is the ECA GQE English 10 and Algebra I that will be

administered in the summer. This is a required collection for all public schools, charter schools, accredited nonpublic schools and freeway schools.

Membership (DOE-ME) – Collection Begins May 1, 2010

This data collection gathers the Average Daily Membership (ADM) counts taken on May 1, 2010, as well as Full Day Kindergarten. The Office of School Financial Management requires the **final** Report of Average Daily Membership by corporation for each collection period be signed by the Superintendent and Treasurer/Trustee and mailed to their office. This report is available in the Application Center under Data Verification>Reports>Membership. This collection is for public schools and charter schools.

Special Education Evaluation (DOE-EV) – Collection Begins May 3, 2010

This data collection gathers information on students involved in an initial evaluation for special education services starting July 1, 2009. Your Special Education Coordinator/Director should assist with this collection of data. The data are used for fulfilling federal reporting requirements, as well as evaluating districts for compliance with special education laws. This collection is for public schools and charter schools.

Additional Student Information (DOE-AD) – Collection Begins May 10, 2010

This data collection gathers student specific data on student groups such as high ability, homeless, and technology proficient during the school year. This information is used for federal and state reporting. For the 2009-10 school year, the 21st Century Scholar Pledge is optional for reporting data. For 2010-11 this data field will be removed. The McKinney-Vento State Coordinator requires the Homeless Summary Report found in the Application Center under Data Verification>Reports be signed by the McKinney-Vento Homeless Liaison and mailed to that office. This is a required collection for public schools, charter schools, and accredited nonpublic schools.

Title I (DOE-TI) – Collection Begins July 6, 2010

The purpose of this data collection is gather student information on the Title I services a student received throughout the 2009-10 school year. A signature page is no longer required for this collection. Data are used for federal reporting and to monitor program compliance and effectiveness. This collection is for public schools, charter schools, and accredited nonpublic schools.

Expulsions and Suspensions (DOE-ES) – Collection Begins July 1, 2010

The purpose of this data collection is to gather data on those students that were suspended or expelled as a form of disciplinary action during the 2009-10 school year. Modified days of expulsion for firearms along with a description of the firearm will require verification found under Data Verification in the Application Center. Data are used for state and federal reporting. This collection is for public schools and charter schools.

Direct Certification (DOE_DC) – Collection Begins July 7, 2010 through June 30, 2011

The purpose of this data collection is to expedite the application for the eligibility of the USA Free Lunch benefit program. This required collection is for public schools, charter schools, and accredited nonpublic schools that participate in the National School Lunch Program.

Data Collection Periods

Verifying the accuracy of all data reported is essential to ensuring that this information accurately represents your school corporation and school buildings. The process for submitting these data will include specific collection periods:

- **Trial Collection Period** – The time period for schools to submit data and check the validity of the data and the transfer of the file. Trial collection periods will not occur with every collection.
- **Collection Period** – The time period when the actual data are due. Reports that are available under Data Verification for each collection should be reviewed and approved by the person responsible for certifying the accuracy of the data.
- **Signoff Period** – The time period when all data have been transferred and accepted as accurate and final by the reporting corporation or school. Signoff may be electronic and require a selection in the Application Center or a paper copy returned with the appropriate signature to the Department of Education. Instructions are described in each data layout.

When a collection closes and the data are considered final by the state, corrections or additions are not allowed.

If you have questions, please contact the Department's Center for Information Systems at 317-232-0808 or 800-527-4931, Office of Data Collection and Reporting.